

KENTUCKY
DEPARTMENT FOR
LIBRARIES AND
ARCHIVES



Annual Report 1996-1997
Serving Kentucky's Need to Know

KENTUCKY
DEPARTMENT FOR
LIBRARIES
AND
ARCHIVES

ANNUAL REPORT
1996-1997

Paul E. Patton
Governor

Roy P. Peterson, Secretary
Education, Arts and Humanities Cabinet

James A. Nelson
State Librarian and Commissioner

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From the Cabinet Secretary

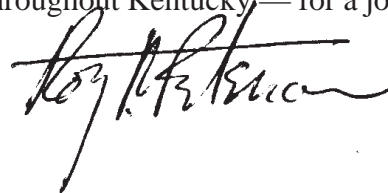


Let me welcome you once again to the Annual Report of the Kentucky Department for Libraries and Archives. You will see that KDLA's third report to the people of the Commonwealth divides itself naturally into three sections, each closely related to the agency's new strategic plan, presented to you in last year's report: information services, partnerships and communication, and staff support and development. The continuing concerns of public libraries and public records customers permeate each of these sections. These are the areas in which KDLA continues to lead from strength, and I think you will find that it has been a very successful year.

This report's first section is devoted to a central concern of KDLA, information services. Among the matters discussed in that section, the first is devoted to the need for a proposed State Records Services Center. The Cabinet is giving its full backing to this need, and I urge you to take a look at this part of the report in particular.

This report's second major section, about partnerships and communication, is also a good description of one of the major thrusts of our Education, Arts and Humanities Cabinet, of which KDLA is one of 14 agencies. Our Cabinet is a collection of widely diverse agencies that together embody the spirit of Kentucky. It is a body that facilitates cooperation and partnering among its own agencies, and others throughout state government and in the public sector as well. It is, we like to say, "a sum that is greater than its parts."

With the continuing leadership of Governor Paul E. Patton, our Cabinet strives each day to fulfill its charge: to preserve Kentucky's heritage, to prepare for its future, and to promote a statewide culture of lifelong learning. As our Cabinet agency heads meet monthly to work together on mutually beneficial projects, we are all proud of KDLA for its continuing commitment to lifelong learning, involving all citizens. This report details myriad ways in which the agency carries out its mission, and reminds us once more to applaud KDLA — and especially its partners in local governments and libraries throughout Kentucky — for a job well done.



Roy P. Peterson, Secretary
Education, Arts and
Humanities Cabinet

From the Commissioner

As the years pass, the pace quickens here at KDLA. Change in our service environment has been driven by new federal library legislation; by rapid changes in technology affecting our customers and our own agency; by major new initiatives in how state government does business; and by the growing involvement of KDLA staff in multi-agency, multi-cabinet programs.

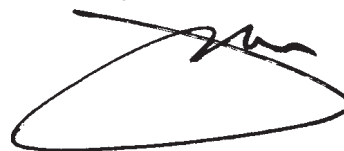


Last year's Annual Report outlined the new Strategic Plan developed by our agency in concert with our many customer groups. This year's report updates progress on that plan in more detail, and indicates where our programs will be headed in the coming year. We received additional valuable information from another survey of various customer groups for our new federal library plan under the Library Service and Technology Act, confirming the conclusions of our new Plan.

With Governor Patton's EMPOWER Kentucky initiative underway during this year, KDLA, working with local public libraries, was well-positioned to develop the infrastructure through which access to state government information and services will be brought to people via their local public libraries. The EMPOWER Kentucky "Internet Access in Public Libraries" program will assure that everyone will have a place to go to access electronic information and services. This Internet access is being made available through the broadest and deepest Process Improvement program any state has ever done.

As we move into a new year, one closer to the 21st Century, this agency is working hard to make sure the people of Kentucky will have modern, responsive and efficient library and public records programs and services to meet their needs. Certainly technology will play a central role in how we address the opportunities of this new millennium, but it will be our people and their commitment to our many customers who will get us there.

We pledge to continue being a dynamic, evolving organization and to offer leadership in the effective management and delivery of quality information services.



James A. Nelson
State Librarian and Commissioner

Our Mission

The Kentucky Department for Libraries and Archives serves Kentucky's need to know by assuring equitable access to high quality library and information resources and services and by helping public agencies ensure that adequate documentation of government programs is created, efficiently maintained, and made readily accessible.

- Goal I** Improve support of people in our organization to create a work environment which fosters productivity and innovation.
- Goal II** Strengthen the management of systems and services needed to meet the information needs of the people of Kentucky and of government personnel.
- Goal III** Improve the recognition of and support for library and archival services in the Commonwealth.
- Goal IV** Improve the creation, management, and use of public records, to enhance government efficiency and accountability.
- Goal V** Strengthen the capacity of libraries, repositories and other public agencies to provide increased access to information through electronic networking.

INFORMATION SERVICES

In KDLA's strategic planning process, one of our most important goals is to "Strengthen the management of systems and services needed to meet the information needs of the people of Kentucky and of government personnel." This goal includes strengthening and developing collection management strategies, while also strengthening the capacity of the department to serve its customers. Finally, this goal seeks to assist libraries, repositories, and other public agencies in providing increased access to information — through electronic networking.

Many Kentuckians would say that "information services" is what KDLA is all about. The following section of this year's annual report outlines one year of the department's progress toward its goal.



STATE ARCHIVES AND RECORDS CENTER
STORAGE NEARS CAPACITY

STATE RECORDS SERVICES CENTER

The department, through the Public Records Division (PRD), is charged with prescribing the policies and principles to be followed by state and local government agencies in managing and protecting their records. It is specifically required by statute to create and operate archives and records centers for state and local government agencies.

To meet agencies' growing records storage requirements, the department again submitted a request to the Capital Planning Advisory Board, during the 1997 six year capital planning cycle, for an addition to the Clark-Cooper Building, to serve as the State Records Services Center. The proposed 102,500 square foot, \$14.9 million addition would

replace two existing leased facilities in Frankfort that currently house the State Records Center and would meet agencies' records storage needs at the State Archives and State Records Centers for 25 years. The addition would continue the department's low-cost, centralized storage and retrieval services through the State Records Center, for records which need to be retained for a limited time and for records of continuing value which are used frequently. The Center currently holds more than 98,000 cubic feet of records. Also, the addition would house expanded vault storage facilities for security microfilm and electronic records and provide extensive capacity for document scanning for backfile conversion, a service in increasing demand by agencies.

The State Records Center met several challenges this year, related to being located in a leased facility. The department received notification in January that the lease for the adjunct State Records Center would not be renewed, and that the department's space must be vacated by June 30th. This meant moving over 32,000 cubic feet of records and 60 tons of records center shelving in a short amount of time, and interrupting service to over fifty agencies with records stored in the adjunct center. State Records Center staff, who spent many hours of overtime to plan, oversee, and organize the move, masterfully managed this unanticipated event. The unbudgeted \$70,000 cost of the move resulted in adjustments to several other programs and required a fee increase to cover the cost. This incident further illustrates the need for a new state-owned facility for high volume storage of records, with appropriate environmental controls, rather than depending on the varying quality and availability of leased space.



KDLA WORLD WIDE WEB PAGE

[HTTP://WWW.KDLA.STATE.KY.US](http://www.KDLA.STATE.KY.US)



KDLA's web site continued to be enhanced with more information about the department and its collections, including an expanded section of links to other sites, a section on the Kentucky Library Network, and information about Kentucky's Lieutenant Governors and state symbols. The department's online library catalog is also on the web site. The home page also provides a link to the Research Libraries Information Network bibliographic database, which contains a union catalog of archival and manuscript descriptions from around the country. Other new items this year included a staff directory with electronic mail links and copies of birth and death request forms, available for printing and mailing to the Archives Research Room. Visitation to the KDLA web site increased over the year, with over 8,000 individuals per month.



MARCH 1997 FLOODS

The department coped with the March, 1997 flood, which had an impact on a number of public libraries and on several offices containing government records. Before the expiration of the lease, the adjunct State Records Center also flooded. This resulted in the loss of approximately 1,400 cubic feet of unsalvageable records, despite efforts of staff to move these to higher ground as flood



waters rapidly rose. Some of these materials had been microfilmed, could be reconstructed from electronic files, or had reached the end of their retention periods. Unfortunately, other files had no such cross reference or back up.



FALMOUTH AFTER THE FLOOD

Several state and local government offices and judicial agencies sustained damage to records in the same early spring floods, and received disaster recovery assistance from Public Records Division staff. Falmouth, county seat of Pendleton County, was particularly hard-hit by record level flooding from the Licking River. The Pendleton County Courthouse sustained about three feet of water, damaging 480 volumes of records containing marriages, wills, and deeds. After receiving

an on-site assessment from PRD staff, a vendor quickly picked up the records for freeze-drying, cleaning, and decontamination. Most of these records, covering the period 1798 to 1989, had been filmed previously through the department's Local Records Program security microfilming initiative, leaving only the most recent with no security copy. Judicial records were also damaged in Pendleton County, where about 180 cubic feet of circuit court case files were removed from the courthouse for treatment.

On Saturday, August 16, at 4 p.m., Governor Paul Patton presented a check for \$100,000 to the trustees of the Pendleton County Library in Falmouth, Kentucky. That amount represented the entire pool of state funds earmarked for library renovation this year.



Kentucky's public librarians were unanimous in their desire to turn over the whole sum to the Pendleton County Library for its renovation needs following the disastrous flood of March, 1997, and asked Governor Patton to present the check on their behalf. Ordinarily, these funds would have been spread among 15 or more Kentucky libraries following an application process.

The library in Falmouth lost all but 250 of its 30,000 volumes in the flood, and library officials estimated the damages to furniture, equipment, the building — as well as lost books — to be more than \$750,000.

The \$100,000 in state funds will be used to repair the building, the wiring, lighting, carpet, flooring and painting.

Following the presentation to the library, Governor Patton presented checks for flood relief to the Mayor of Falmouth and the Pendleton County Judge/Executive. The checks represent additional flood relief money sought by the governor and Kentucky's congressional delegation in the Disaster Relief Bill passed by Congress in June.

Cynthiana, county seat of Harrison County, is also on the banks of the Licking River, with the County Clerk's office in a courthouse annex close to the river bank. The flood waters, which later tests showed to be about 80% sewage, reached 5 ½ feet in the clerk's office, damaging almost 500 volumes and an additional 100 cubic feet of loose records. These records, covering the period 1794-1985, were also treated by a vendor, and also had been microfilmed through the Local Records Program.

To meet immediate needs, local records microfilming grants previously awarded to these counties but not yet begun were changed to disaster recovery grants, with \$20,000 going to Harrison County, and \$15,000 going to Pendleton County.

Other damage to public records around the state included the contents of a Department for Employment Services field office in Georgetown, whose building was swept off its foundation by flooded Stoner Creek. City and county offices in various parts of the state also sustained some minor damage.

WATER DAMAGE IN THE STATE ARCHIVES

The department's Clark-Cooper Building on Coffee Tree Road also received some damage from weather fluctuations. Condensation appeared on a north-facing wall in the State Archives Center in January, and caused dampness in 800 cubic feet of records. Staff found the problem almost im-



mediately and acted quickly to deal with the dampness and to remove the records from the potentially harmful conditions. Because of the fast response, the records received no irreparable damage. Building construction problems which caused this condensation are the subject of a major capital improvements request from the Finance and Administration Cabinet for the 1998-2000 budget. The shelves which held the damp records are not currently being used for archival storage, exacerbating the space shortage in the State Archives Center.

ARCHIVAL MANAGEMENT SOFTWARE

A major initiative of the Public Records Division centered on implementation plan-



ning for the introduction of Cuadra Star archival management software use. When fully implemented over the next few years, it will automate the department's archival holdings and records management programs. Holdings management, access to

public records, and service delivery to customers will greatly improve. To ensure that this system serves the department far into the future, staff are planning technical database structures and links. During this fiscal year, staff solved several technical problems before the software became fully operational and received training on use and modification of the software. Over 12,000 database records describing the archival holdings of the department were downloaded from the Research Libraries Information Network (RLIN) and added to the Cuadra Star database. Staff are currently working to make this database available in the department's Archives Research Room. Conversion of the department's microfilm catalog, available currently in various paper and computer formats, will be the next resource added to the Cuadra Star databases.

ARCHIVAL REFERENCE

Over 20,000 requests were answered in FY 1996-1997 using the rich resources of the Kentucky State Archives. With over 96,000 cubic feet of government records holdings and 47,000 rolls of microfilmed government records available for public use, the State Archives continues to be a research focal point for historians, scholars, genealogists, lawyers, and government officials. With on-site visitors and research requests on the rise for over a decade, the



archival services staff continued to fulfill the challenge of meeting the increased need for access to government information without a parallel growth in staff or funding. To cover operating costs, the out of state search fee increased from \$8.00 to \$12.00, effective April 1. The search fee and charges for copies of records assist in purchase of equipment and supplies for the State Archives, which receives General Fund support for personnel, but no comparable support for ongoing operating costs, including supplies, postage, and equipment.

Many of our patrons, both from the Commonwealth and from outside the state, have made use of the department's World Wide Web site to gather information about doing research at the State Archives. Making available basic information about the Archives Research Room operations, holdings, and procedures resulted in cost-savings for the department and convenience for our patrons. As the catalog of the department's archival holdings becomes available over the Internet, we expect to see a marked change in research patterns, with access to our holdings from a distance made easier and more complete.

ARCHIVAL HOLDINGS MANAGEMENT

The department's archival holdings of 96,000 cubic feet of original records continued to be cataloged and made available to researchers. A major portion of the department's reappraisal initiative, in which staff are reassessing all records in the State Archives holdings to ensure that they merit permanent retention in the State Archives, was completed. The judicial records portion of this project was completed this year. During the past 5 1/2 years, department staff reappraised 36,300 cubic feet of judicial records, resulting in the destruction of approximately 1,880 cubic feet of non-permanent records and improved cataloging of permanent judicial records.

STATE PUBLICATIONS PROGRAM

The State Publications Program continued to receive publications from state government agencies, to provide a list of documents received, and to make that list available over the Internet. A massive reprocessing and cataloging project for state publications dating from 1792 to the present will result in improved intellectual and physical control of this



GRADUATE STUDENTS RECEIVE SPECIAL TRAINING IN STATE PUBLICATIONS THROUGH THE THOMAS D. CLARK INTERNSHIPS IN ARCHIVAL ADMINISTRATION.

unique resource. In addition, program staff worked to ensure the long-range preservation of electronic publications, which are increasingly being issued by state government agencies on their World Wide Web sites.

KENTUCKY GUIDE PROGRAM

Access to automation brought changes to the Kentucky Guide Program. The Guide Program manages the department's database that catalogs the holdings of almost 300 archival and manuscript repositories located in the state. The database is currently available through the department's web site, with the support of the Library of Congress and the Research Libraries Information Network, where the Kentucky Guide Program's database resides. Web access resulted in increased use of the Kentucky Guide database in the past fiscal year.

PRESERVATION LABORATORY

The Documents Preservation Laboratory continued to provide important paper conservation and preservation services for the Commonwealth's records. Almost 90,000 documents were cleaned by the laboratory's trained technicians, in addition to other documents which were deacidified, repaired or encapsulated. The department's conservator also provided advice and assistance to public and private agencies with conservation needs.



DOCUMENT IMAGING

Taking advantage of imaging technology, the department completed purchase of the first of several planned equipment acquisitions that will allow it to provide comprehensive document-to-image backfile conversion services for Kentucky public agencies. This first purchase enables the department to convert paper documents, with planned future purchases to include microfilm conversion and sophisticated optical character recognition. The backfile conversion service joins the department's existing program of micrographics services to state and local agencies. Considering these developments, the division planned to change the name of the Micrographics Branch to the Image Management Branch in the coming months, in recog-

nition of the range of document reformatting options it now oversees. Staff received training on the new equipment, and a demonstration and training project converting state government publications from paper to digital format began. Expanding the department's imaging services is a key element in the requested building addition for a State Records Services Center. Although the department hopes to enlarge this program as agencies are requesting, imaging services will only become fully operational with completion of construction of the State Records Services Center addition.

KENTUCKY LIBRARY NETWORK

The Kentucky Library Network (KLN) service package expanded to include access to electronic information databases. Participants in KLN FirstSearch numbered 121 out of the 270 member libraries. They received unlimited access to 11 online information databases, including OCLC WorldCat, Medline, ERIC, GPO and a full-text search provider. Within a nine-month time frame, participating libraries conducted



272,673 searches, 66,639 of which were for full text. Other KLN services include maintenance of the KLN Group Database of bibliographic records, including serials, which now numbers 3.5 million records with 8.5 million Kentucky library locations. Members also continue to have access to electronic interlibrary loan among Kentucky libraries and libraries of all types across the nation and the world.

COURT OF LAST RESORT

The Court of Last Resort Cataloging Center (CLARC) provides cataloging of problematic, rare, and non-print materials for public libraries, thereby providing access for the citizens of the Commonwealth and the world. These items can be characterized as problems, inventory cleanup, video and other non-print materials, government documents, and large local history and genealogy collections.

During 1996-97, over 5,000 items from the fourteen participating libraries were cataloged through CLARC, including books, serials, sound recordings, videos and CD computer files. Bibliographic records were standardized to be incorporated into traditional card catalogs as well as electronic catalogs, including Brodart, Dynix, Bibliofile and Gaylord systems. In conjunction with this work, almost 300 bibliographic records were created and added to OCLC.

INTERNET RESEARCH, CONSULTATION AND VALUE-ADDED INFORMATION

All information professionals as well as the public are new at learning how to use the Internet. Librarians have always served their constituency by finding ways to make large amounts of information more organized and accessible; the Internet is no different. Training and shared experience make librarians qualified to lead the way in finding worthwhile information resources in the vast cyberspace network.



One afternoon, a Cabinet for Families and Children employee called State Library reference to get a report mentioned on WUKY Public Radio during her commute home that week. The report was on nurses making home visits in Memphis and rural New York, and the impact that had on the health of the infant and mother. The customer had already searched the Internet and called WUKY and National Public Radio to no avail.

The reference librarian checked the station schedule and found which program was on during that time slot. The librarian checked the NPR logs for the month but transcripts were not yet available. She then did an online search in a commercial database using specific keywords and found this had been a breaking story reported in JAMA, The Journal of the American Medical Association. She was able to get the whole article e-mailed to the customer. The librarian knew specialized library sources to search when the easy sources failed.

The paradigm shift for librarians may be to provide research consultation. By using professional search skills, librarians follow a process that improves accuracy and reliability and adds to the efficiency of the researcher. Librarians provide value-added information, offering alternative formats to print, edited searches to make information more useful and combined pieces of information from a multitude of sources, while checking for veracity.

KLN CATALOGING

As KLN Cataloging Agent, the Technical Support Branch managed and maintained the KLN database, including adding records from non-OCLC cataloging members of KLN. Almost 400,000 new titles and items were made available to the citizens of the Commonwealth through this program. 20,181 of these records did not match an existing record in the OCLC database and were added to a computer file for the

staff to locate a matching record. If a matching record was not found and the item was of significant local importance, the staff created a record for inclusion in OCLC. The records/holdings added to the database represented all formats, including videos, local history and genealogy. This provided worldwide access to unique materials about the history and people of Kentucky.

PERIODICALS

In preparation for automating management of the State Library's periodicals and newspaper collection, and prior to entering bibliographic data into the online library catalog, staff inventoried every item in this collection in a six-month project. This inventory included every unbound issue (some retrospective to the 1960's), every microfiche and every reel of microfilm, with some newspapers dating back to 1851. Misplaced issues were found, lost issues were documented and the collection is now in excellent order. Staff have been trained in automated serials management, and all new issues are checked in on the serials module of the Galaxy Integrated Online Library Catalog.

TAX FORMS

The Bank, Post Office, Library (BPOL) Tax Forms Distribution Program consists of approximately 42,000 banks, post offices, libraries and other organizations that provide IRS products in paper and CD-ROM. The primary objective of the BPOL Program is to provide convenient local outlets so taxpayers may have immediate access to high demand items. The State Library's Circulation/Government Documents Unit provides the basic 1040 family of forms and also provides reproducible sets of the major tax forms. Taxpayer Information Publications are also provided for reference or copying. The reproducible set of forms is kept each year so taxpayers may have access to other years' forms.

KDLA'S REGIONAL LIBRARY SYSTEM

The Field Services Division is responsible for providing technical and financial assistance to Kentucky's public libraries and for administering library services provided to visually, physically or reading disabled Kentuckians. Technical and financial assistance is provided through consultative services, a variety of grants and continuing education opportunities. The Field Services Division and its branches serve to guide, strengthen and encourage quality public library service in the Commonwealth.

REGIONAL LIBRARY CONSULTANTS

Regional library consultants in 13 regions work directly with public librarians and public library boards of trustees to provide assistance in areas of library development that include fiscal operation, personnel management, long-range planning, collection development, public awareness, programming, networking, continuing education and technology. Regional librarians recorded 43,950 contacts with public library staff and trustees. They provided orientation and training for 130 new trustees and attended 865 board meetings. Other meetings included 91 construction sessions, 50 meetings of library directors, and 52 long-range planning meetings. In addition, regional offices administered 13 audio and video consortia.

CONTINUING EDUCATION

To promote and expand its continuing education efforts for public librarians and trustees, a Continuing Education Coordinator's position was established. Among the many continuing education activities provided by KDLA in 1996-1997 were:

The Public Library Institute, a two-week course of intensive training for public library staff, was attended by 29 people representing 20 counties. The Institute covered topics ranging from library history and philosophy to governance and management.

Tuition assistance grants were awarded to 38 students from 20 counties.

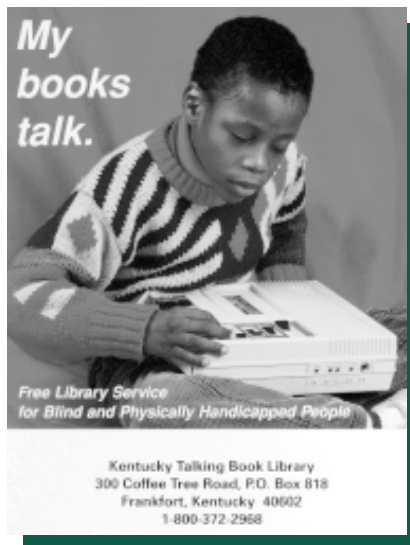


Thirty-nine regional workshops were held for 470 public library staff and trustees. Topics covered ranged from censorship to management skills.

Summer reading workshops were attended by 179 library staff members from 86 counties. In addition, a statewide conference on Kentucky's youth services librarians, "Widening Circles III: Extending Services," was held at Barren River State Park. Attended by 148 librarians, the conference featured intensive training on using the Internet with children in the public library and on young adult services. In addition, there were book discussions, topical roundtable sessions and storytellers. KDLA staff are charged with administering the process of certification for public

library personnel. The number of certificates issued yearly has steadily increased. In 1996-1997, 300 applications for certification and/or re-certification were received and processed by staff of the Program Development Office.

KENTUCKY TALKING BOOK LIBRARY



The Kentucky Talking Book Library serves library patrons who are blind, physically disabled, or reading disabled. Recorded and Braille books and magazines are provided. In addition to the regional library in Frankfort, there are sub-regional libraries in Louisville (serving Jefferson County) and in Covington (serving Northern Kentucky). Altogether these three libraries served 5,539 patrons and circulated 251,297 items in 1996-1997. The collections of these libraries contain 200,000 copies of 40,000 recorded titles, 10,000 Braille titles, 115 descriptive videos and 75 magazines. With its strong Volunteer Reading Program, this year the Frankfort office recorded 44 books featuring Kentucky authors and themes.

INSTITUTIONAL LIBRARY SERVICES

The State Library provides consulting services and library materials for libraries in state residential institutions. The 19 institutions in this program include prisons, mental hospitals, youth centers and schools for the physically and mentally disabled. The 9,630 residents of these institutions made 256,546 visits to the library and used 368,172 items. KDLA also made purchases resulting in the addition of 3,977 books, 131 subscriptions and 93 audio-visual items.



PARTNERSHIPS & COMMUNICATION

Another major goal described in KDLA's Strategic Plan is to "improve the recognition of and support for library and archival services in the Commonwealth." In addition to increasing awareness of the department's programs and services in the eyes of the general public and of government agencies, an important objective is to build alliances with other groups and organizations who can help further our mission. Following are numerous examples of KDLA's current partnerships, which continue to help achieve the agency's communication goal.

THE KENTUCKY BOOK FAIR

The 1996 Kentucky Book Fair was another outstanding success, bringing national and local authors to Frankfort on the Saturday before Thanksgiving. The Frankfort State Journal and KDLA co-sponsor the annual event, which began in 1982. Proceeds from sales in the form of a \$14,000 book grant were awarded this year to the Pendleton County Public Library, which lost virtually all its books in the March 1997 flood. The Kentucky Book Fair is considered the state's primary literary event and owes its success to writers, readers and volunteers who believe that literacy and libraries are important causes that must be continually promoted for the public good.



KDLA GOES TO THE STATE FAIR



Technology in Kentucky was the focus of the 1996 State Fair exhibition in the new South Wing as agencies of the Education, Arts & Humanities Cabinet participated in a big show called "State of the Art: Kentucky's Future." KDLA partnered with the Louisville Free Public Library (LFPL), the Kentucky Department of Education, and the Kentucky Historical Society, among others, in a 12,000 square-foot area known as "Life-long Learning." KDLA's volunteers

demonstrated personal computers connected to LFPL's system, workstations connected to CD-ROM products as well as to the Internet, and one workstation devoted to career guidance and information software. "State of the Art" was one of the most-attended events at the Fair, where the total attendance of 673,874 was the fourth highest in history. Our "Lifelong Learning" exhibition in the South Wing was KDLA's way of telling these visitors that libraries can truly be the on-ramp to the information superhighway.

DISTANCE LEARNING - PARTNERSHIPS

KDLA entered the distance education arena by partnering with Eastern Kentucky University and Kentucky Educational Television to present a satellite course for public librarians. Thirty-eight students completed the three credit hour class that focused on library administration, technical services, and technology.

CHILDREN AND YOUNG ADULT "*Picks*"

Two editions of "Picks for Public Libraries," bibliographies of suggested purchases of children's and young adult books, were published, sent to Kentucky's public libraries and posted on KDLA's web site. Collections of approximately 300 books from each bibliography were exhibited at 12 meetings attended by over 200 members of eight regional children's services cooperatives.

SUMMER READING PROGRAM

The 1997 Summer Reading Program, "Book a Trip to the Stars," was developed cooperatively with the State Library of Arizona and shared by over 125,000 young readers in both states. A committee of Arizona librarians published a 300-page thematic programming manual that was used by Kentucky librarians. As its role in the partnership, KDLA produced a poster and clip art package to support the theme, and these were used by libraries throughout Arizona. The partnership was so beneficial to children and librarians in both states that it will be repeated and expanded for the 1998 Summer Reading Program.



GRANTS TO LIBRARIES - KDLA'S ONGOING PARTNERSHIPS

Because the demand for additional reading materials in public libraries is always intense, cash book grants continue to be one of the most appreciated grants awarded by KDLA. Book grants totaling \$908,225 were distributed for the purchase of materials and resources needed to enhance and expand local collections. In addition, SELECTIONOTES, a bimonthly newsletter to assist with collection development, was published and made available to public libraries.

A total of \$49,982 was awarded in building repair grants. Twenty-five libraries received these funds to assist their efforts to provide a safe, attractive and accessible library environment. Major construction grants were awarded to Clark and Ohio counties. Clark County's \$300,000 grant will be used to build a new, modern facility. Ohio County will expand and remodel an existing library building with its \$350,000 grant. The Pendleton County Library in Falmouth was awarded \$100,000 to assist in renovating its flood-ravaged building.

Regional and sub-regional headquarters for KDLA staff are provided in 16 Kentucky libraries. To supplement expenses incurred in housing these offices, \$44,900 in headquarters grants was awarded.

Older adults make up one of the fastest growing segments of Kentucky's population. To encourage library service focused on the needs of older adults, two \$10,000 grants were awarded. Bullitt County received a grant that enabled the library to update and expand its collection and to purchase special reference and genealogy computer workstations. In addition, professional storytellers helped develop and teach techniques for the elderly to use as they share their past with younger generations. The Marion County Library received a grant to organize, promote, and present weekly programs for older adults. Enhanced audio-visual equipment and additional topical resources were used to support these programs.



A BOOKMOBILE VISITS SCHOOL CHILDREN
IN BELL COUNTY C. 1955
photograph courtesy of Courier Journal

For decades bookmobiles have played a major role in delivering quality library service to those in geographically remote areas or to those who cannot otherwise use the library. In 1996-1997 KDLA purchased 10 new bookmobiles for public libraries across the state.

A School/Public Library Partnership grant

for \$10,000 was awarded to the Marion County Library. This grant recognizes the need for ongoing cooperation and communication between school and public libraries. It was used to purchase equipment and to provide online access to the public library's catalog for high school students and teachers. A cooperative collection development project was also begun.

PUBLIC LIBRARY TRUSTEE INSTITUTE

Continuing its tradition of working hand in hand with the library community's professional organizations, KDLA joined with the Kentucky Library Trustee Association of the Kentucky Library Association and the Public Library Section to sponsor its fourth Public Library Trustee Institute. Forty-seven library trustees and staff from 21 counties attended this institute with its focus on "Public Library Personnel Issues."

EMPOWER KY "INTERNET ACCESS IN PUBLIC LIBRARIES" PROJECT



Governor Paul E. Patton introduced the EMPOWER Kentucky initiative in 1996, in order to make Kentucky state government more effective through redesigning its business processes and focusing greater emphasis on use of emerging technologies. Departmental staff participated in several EMPOWER groups, including the Statewide Architecture and Standards Team, which is establishing information systems architecture standards in the areas of technology, data, applications and organization. The State Librarian and Commissioner served on an EMPOWER committee to develop the first strategic information technology for Kentucky.

Other staff members also serve on EMPOWER teams: Financial Management Team, which was established to review and redesign all aspects of state government accounting; the Information Technology Skills Alignment Team, whose mission is to assess current information technology skills and to plan for their improvement; and the Personnel Staffing Process Team, whose task involved the reengineering of the recruitment and hiring process for Kentucky state government.

Implementation plans were developed for "Internet Access in Public Libraries." The plans call for demonstration projects focusing on direct patron access to the Internet, and on electronic government information databases at local public libraries. Funding for these initial demonstration projects, which will take place in the next fiscal year, will be provided from EMPOWER KENTUCKY Technology Trust funds and will permit placement of 45 patron access work stations in 24 public libraries across the Commonwealth.

KDLA FILM/VIDEO CATALOG SUPPLEMENT

Audiovisual staff produced a film/video catalog supplement introducing 500 new titles added to the AV collection. The catalog was distributed statewide to more than 250 public and academic libraries, state parks, and other state agencies. To enhance and reinforce the Summer Reading Program theme, "Book a Trip to the Stars", the audiovisual librarian prepared a bibliography of 68 films and videos available from the central collection for library programming.

KDLA AND THE LSCA PARTNERSHIPS

During 1996-1997 KDLA, acting through the federal Library Services and Construction Act, awarded and administered 20 grants and 24 subgrants to public, institutional and academic libraries. Grants were given to provide services to areas with inadequate services; to aid the physically disabled and institutional library services; to provide services to the elderly, children and young adults; and to enhance the ability of the state library and public libraries to provide quality library service to the citizens of the Commonwealth.

In the last federal reporting year Library Services and Construction Act federal funds in Kentucky:

- Provided over 8 workshops for 244 Children's Librarians to assist with story hour, summer reading programs and book selection.
- Reached over 518,000 children and young adults through story hour and summer reading programs.
- Provided 42 workshops and training to over 144 public library employees.
- Served 5,421 blind and physically disabled citizens with 236,565 materials including cassettes, cassette players, information and referral services.
- Provided service to 3,875 customers in 19 state institutions.
- Provided answers to 16,000 reference questions and purchased more than 450 reference books.
- Provided 13,837 films and videos for children's story hours, summer reading programs and for the use of the general public to more than 175,751 viewers.
- Provided centralized support to all Kentucky libraries in their efforts to participate in resource sharing.
- Provided subgrants to two public libraries to provide programming for 7,459 older adults.
- Reached over 1,100 high school students through a library/school partnership Internet subgrant.

On September 30, 1996, Congress passed the updated Library Services and Technology Act which is the major federal grant program designed specifically for libraries. KDLA is the State Library Administrative Agency authorized to expend, directly or through subgrants, funds provided through the Act.

It is the goal of KDLA to assure that federal library funds are spent in areas that will best benefit Kentuckians. Therefore, two surveys were sent to over 500 libraries of all types, to assess their basic needs to help them better serve their communities. Based upon the results of the surveys, KDLA developed a five year plan to direct the expenditures of funds provided through the LSTA.

KDLA AND THE STATE ADVISORY COUNCIL ON LIBRARIES

The State Advisory Council on Libraries, made up of members representing public, school, academic, special, and institutional libraries and library users, is dedicated to promoting and supporting library services throughout the Commonwealth. In 1996, the Council adopted Guiding Principles to assist them in promoting library services that will assure equity of access to information for all Kentuckians. KDLA values the advice of the Council when making decisions regarding the awarding of state and federal grants.



**KDLA STAFF EVALUATE A RECENT TRANSFER
OF AGENCY RECORDS**

RECORDS MANAGEMENT

The department's statutory charge to provide records management advice and assistance to government agencies continued to result in improved care for and management of public records. Staff made almost 9,800 contacts with state and local government officials concerning preservation of important documentation about essential government transactions, activity, and policies, to ensure that government records are preserved and available when needed. The department's records management

staff's statewide consultant role continued to provide significant advice to state and local government personnel throughout the state.

An important part of records management is evaluating records based on their continuing value and advising government offices on how long to retain certain

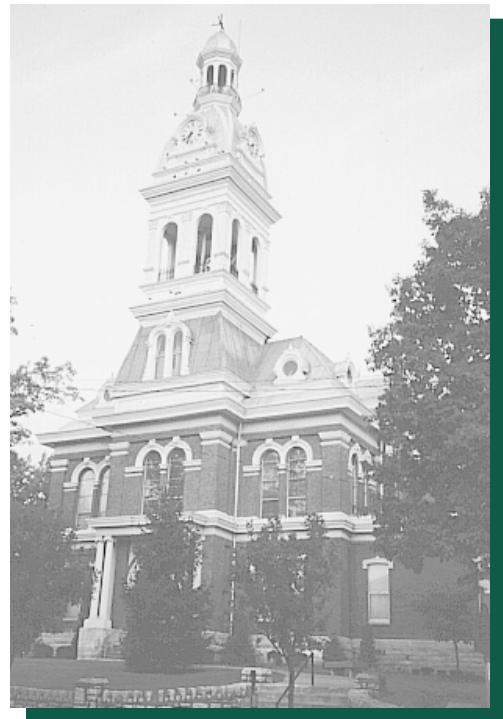
records and information. Numerous government records have only a time-limited value, and thus can be destroyed after their active use. The department does this by creating schedules of records and their values, and, through the authority of the State Archives and Records Commission, allowing agencies to destroy records that are no longer needed for administrative or research purposes. State and local records management staff worked with agencies to make over 850 changes to the retention periods of government records during this fiscal year, saving space and money for government offices and ensuring the retention and accessibility of records of long-term value.

In cooperation with the State Archives and Records Commission, statutorily mandated to approve retention and disposition of Kentucky's government records, department staff prepared appraisal reports for records in several state and local government agencies. Most significant among these were revised retention and disposition schedules for the Court of Justice and revisions to the Revenue Cabinet's schedules.

Additionally, department staff reviewed state government agency Information Resources Plans. This biennial review provided information on any records management impact from current and planned technology systems, in order to allow the department to assist agencies in meeting recordkeeping requirements.

LOCAL RECORDS GRANTS

To assist local governments in caring for their records, the State Archives and Records Commission approved 48 grants for \$630,000 to local government agencies in the state. These grants to 14 cities and 34 county clerks or other county agencies support security microfilming, preservation work, equipment purchases, and indexing software purchases. The State Archives and Records Commission also recommended to the department's commissioner grant awards for the 1997-1998 fiscal year. These grants were recommended for the care of records in 18 cities and 39 county agencies.



OPTICAL IMAGE POLICY

To provide guidance to agencies interested in using optical imaging technology for convenient and accessible storage of records, the department implemented an optical imaging policy consistent with its records responsibilities under KRS 171.660. The policy balances the need for agencies to have high density, low cost storage for records with the need for long term preservation and use. The policy was well-received by government agencies, as it blended efficiency with continued ready accessibility to government information.

STATE HISTORICAL RECORDS ADVISORY BOARD

The State Historical Records Advisory Board received several new members from the legal, academic, user, and secondary school communities, appointed by Governor Paul E. Patton. The new board expects to meet in the next fiscal year, to begin the first stages of strategic planning for the board. By federal regulation, the Board is responsible for state-wide historical records planning and for reviewing grant applications submitted to the National Historical Publications and Records Commission. A current strategic plan is required to qualify for additional federal funding for historical records repositories around the state.

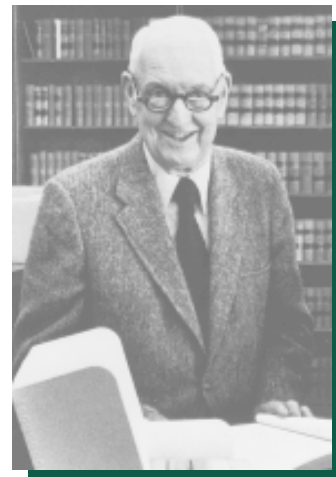


FRIENDS OF KENTUCKY PUBLIC ARCHIVES

The Friends of Kentucky Public Archives, Inc. continued to provide valuable support to the Public Records Division.

The Friends secured a grant from the Honorable Order of Kentucky Colonels to purchase microfilm readers for the Archives Research Room and to add additional software licenses for the division's archival management software.

Through the Thomas D. Clark Endowment Fund, which honors Dr. Clark's sixty year history as the champion of the State Archives, the Friends fund three graduate internship positions per year. The Thomas D. Clark Internships in Archival Administration offer a wide range of archival experience to graduate students who are interested in an archival career. During this fiscal year, interns



assisted patrons in the Archives Research Room, answered reference and research requests, arranged and described records from the State Auditor's Office, worked on a statewide directory of archival and manuscript repositories, and arranged and cataloged state government publications.

The department and the Friends co-sponsored several events this year. The annual Kentucky Archives Institute in July 1996 focused on the theme "Finding Your Civil War Ancestors." Over 80 people attended this day-long event at the Clark-Cooper Building. The annual Public Archives Symposium in November, held this year at the University of Louisville, highlighted research in government records. Speakers at the event were Dr. John Kleber and Dr. Thomas D. Clark, describing research challenges encountered in the publication of the 1992 **Kentucky Encyclopedia** and the forthcoming **Encyclopedia of Louisville**.

KENTUCKY INFORMATION RESOURCES MANAGEMENT KIRM COMMISSION

KDLA Commissioner and State Librarian James A. Nelson was elected chair of the Kentucky Information Resources Management (KIRM) Commission in November for a two-year term. He was also active in the state's Communications Advisory Council (CAC), which works on telecommunications issues. Several other KDLA staff have been involved with various KIRM committees, and the Public Records Division reviewed all agency Information Resource Plans for electronic records issues.

KDLA's "POWERPOINT" WELCOME

The department's Communications Team created a program that welcomes visitors to the Clark-Cooper Building lobby. This two-minute presentation uses Microsoft PowerPoint software to introduce visitors to the wide variety of programs and services provided by KDLA. It will serve as an accompaniment to a new KDLA visitors' booklet, also being designed by the Communications Team.

STAFF SUPPORT & DEVELOPMENT

To "improve support of people in our organization to create a work environment which fosters productivity and innovation" is one of KDLA's primary goals. Our Strategic Plan envisions such support in the areas of information technology, inter-

nal communications, training programs, and employee recognition. Following are some of the highlights of staff support during 1996-1997.

WORKPLACE ENVIRONMENT TEAM



The Workplace Environment Team (WE Team) was established to assist with the effort to “improve support of people in our organization to create a work environment which fosters productivity and innovation.” The Team recommended that all permanent employees be provided e-mail accounts, and that has been accomplished by the Information Technology staff. Universal accessibility was made possible by agency-wide access to personal computers established for all KDLA full-time staff in 1994-1995. Also recommended was employee choice regarding recognition after 30 years of service. Other personnel recommendations made by the WE Team are in the process of being developed. Still other recommendations required the formation of new teams and activities.

STAFF DEVELOPMENT DAY



Staff Development Day 1997 was organized as a means to boost productivity and innovation. It evolved from a recommendation by KDLA’s Workplace Environment Team. The day’s focus was on the dissemination of information and the unification of staff in a common purpose. The KDLA planning committee chose to accentuate “Communication” as a training topic, since it is an important ingredient in cohesive working teams. Professional facilitators presented different perspective of styles and constructive communication habits. Exit surveys agreed that Staff Development Day was a worthwhile experience.

TRAINING FOR TECHNOLOGY TEAM



Information technology, in all its forms, has become an integral part of the daily operation of KDLA. KDLA’s operation of its complement of information technology is a cooperative effort through the Information Technology office, the Information Technology Team (ITT), and a department-wide resource group which provides staff with user support.

In 1996-1997 the Training for Technology Team (TTT) was established and charged with evaluating the technology training needs of the Department staff. After the initial assessment, the team then headed the technology training efforts. They were

responsible for technology training, from recommending trainers through the process of evaluations. The staff received training in the Microsoft Office suite of applications in 42 classes which were arranged and organized by the team. The TTT also incorporated into their plans two training workstations, which had previously been planned for and established, to provide staff a learning location away from assigned work space. Training videos for staff use are also available to state employees from the excellent collection of training videos located in the Department Audio Visual Section. The TTT made recommendations to management regarding future technology training efforts, and its work has now been transitioned to the Information Technology Team, Training Workgroup.

VOICE MAIL POLICY TEAM



In January, a team with representatives from all four Divisions was established to develop a policy regarding the appropriate use of voice mail. Voice mail became available to most staff the previous year with the installation of a digital telephone system. The policy, which became effective in June, assists staff with practical guidelines in the effective use of voice mail, which is a valuable and successful communication tool now widely used in state government organizations. Attention to the guidelines will assure that our customers do not find themselves in “voice mail jail.”

PUBLIC ADDRESS POLICY TEAM



The Public Address (PA), Policy team was appointed by the WE Team and requested to address the limited use of the existing public address system. The PA Policy team examined the system, reviewed circumstances of potential use, and explored the ramifications of frequent announcements made throughout the day. The committee consensus was that the configuration of the system, its limited zoning capabilities, and the daily presence of the public throughout the building should continue to dictate discretionary use of the system. Following the evaluation of the current policy, recommendation was made and approved to make announcements in emergency situations, in circumstances of interrupted power, or computer down time, and in certain courtesy situations such as the daily closing announcements.

PUBLIC SERVICE TEAM



The Public Service Customer Team is made up of members from the Public Records Division who directly serve customers involved in research of public records, from the State Library Services Division who directly serve customers using the State

Library collections, and Administrative Services staff involved with security and reception services. The team recognized that in providing service to the public, it is important that staff learn the difference between situations that require tolerance and those that require action. The Customer Policy was developed to ensure the safety of customers and staff and to preserve and protect library and archival resources and the facility. The policy resides on the KDLA Home page at <http://www.kdla.state.ky.us>

PROFESSIONAL DEVELOPMENT THROUGH WORKSHOPS AND CONFERENCES



Recognizing the importance of professional development, as well as encouraging partnerships with state and national organizations, KDLA provided opportunities for staff to attend state, regional, and national library conferences. KDLA was represented at a Computers in Libraries conference, a Technology Leadership Institute, Special Libraries Association, and the Information Management for Rural Librarians Institute. Staff also took leadership roles in the Kentucky Library Association, Southeastern Library Association, and the American Library Association and participated in a joint meeting of Regional Librarians from Kentucky and Tennessee. KDLA staff also attended meetings of the Society of American Archivists, the National Association of Government Archives and Records Administrators, the Council of State Historical Records Administrators, the Association of Records Managers and Administrators, and AIIM International. Other conferences that provided continuing education for our staff were the Kentucky Higher Education Computing Conference, the KITA/LAMA National Conference, the National Film & Video Market Conference, the Virtual Library Meeting, the Kentucky Education Technology Conference, and the SOLINET Annual Meeting. Staff both planned and attended the Kentucky Library Network Annual Meeting and the Kentucky SOLINET Users Group Meeting. KDLA's commissioner plays an active role in COSLA, the Chief Officers of State Library Agencies.

KDLA TRAINING AND TUITION ASSISTANCE



During the past year, KDLA employees attended 82 training events through the Governmental Services Center. In addition, our employees attended 469 external training events. Such events include tuition assistance classes and on-site computer training.

BORN THIS YEAR: “KDLA EMPLOYEE NEWS”



The KDLA Employee News was created in response to a recommendation made by the Workplace Environment Team: “to implement an employee newsletter as a means to improve internal employee communication.” The first quarterly issue, published electronically in June, included a column by the commissioner and articles about personnel changes, computer tips, book and music reviews and health and fitness news.

KDLA SUPPORTS EDUCATION, ARTS & HUMANITIES AGENCIES

KDLA provides a wide variety of financial services for several agencies of the Education, Arts & Humanities Cabinet, including the Cabinet Secretary’s Office, the Operation and Development Office, the Governor’s Scholars, the Martin Luther King Commission, the Kentucky Environmental Education Council, and the Governor’s School for the Arts.



KDLA also handles personnel matters for the Cabinet Secretary’s Office - Personnel, the Governor’s Scholars, the Operation and Development Office, the Commission on the Deaf and Hard of Hearing, the Kentucky Heritage Council, the Kentucky Preservation Board, the Kentucky Environmental Education Council, and the Kentucky Arts Council.

KDLA’s Personnel branch also developed a bereavement package this year, and was involved in a classification and compensation study. Personnel has also implemented a new registrar system within KDLA to improve the GSC enrollment process. The branch has also updated and revised the KDLA EEO/AA plan, and defined an orientation process for the Education, Arts and Humanities Cabinet agencies. The Personnel Branch Manager is currently chair of State Government Personnel Council.



Afterword

During the past year, we have wrestled with several common themes which underlie our program planning and delivery, themes that will influence department services well into the next century. Among these are the expanding impact of technology, the prospect of organizational change, and the critical investments of both dollars and human energy, which must be made if the department is to continue to meet the needs of citizens and the public agencies it serves.

The impact of technology on our operations continues to grow. With the encouragement of EMPOWER Kentucky initiatives, we are challenged to deliver services to citizens as efficiently as possible and to do as much of our business electronically as possible. At the request of patrons, we are urged to make more resources and services available electronically. The continued development of the agency's World Wide Web site aims to make it a major gateway to library and archival resources, and with the prospect of Internet access available through every public library, a whole new world of users appears on the horizon.

User expectations, driven in part by the seductive picture of a bright technological future painted by the market place, are high and getting higher, and we are challenged every day to respond to them. To meet these expectations, sustained investment in KDLA's information technology equipment base must be made. This can make possible the most efficient delivery of information content services to customers, while responding to the host of new opportunities which emerging technologies may offer and the costs they impose. A significant investment must also be made in facilities, such as the proposed State Records Services and Document Conversion Center, to meet agencies' current and future records storage and access requirements, through a variety of media, and to facilitate access to records across state and local government.

Technology also challenges our internal business culture, the way we think about the work we do and the information services we can provide, how we organize staff, and how our view of the possible is changing. Through our internal strategic planning, we are examining our assumptions and considering other options. On a daily basis, we see that we must communicate more effectively with citizens and agencies about the resources we hold, the services we provide, and the many ways we add value to the process of meeting citizens' information needs. To sustain these services in the future, investments in staff, through training, appropriate classification, and adequate staffing levels, must be made to ensure retention of the special skills which KDLA's knowledge workers need to meet the public's information needs today and in the future.

To reach the future we envision will require hard work and a concerted effort by many parties. Like any continuing enterprise committed to providing effective service, it will also require renewal and reinvestment. To make these investments is to recognize that there is a price associated with improved, expanded services. It also acknowledges that, with a committed, dedicated staff, there are great opportunities before us and services which we are uniquely equipped to provide.

SERVING KENTUCKY'S NEED

State Library Collections included 116,000 books and audios; 8,784 films and videos; 17,000 large print books in 255 deposit collections; 49,000 federal documents; 1,300 journals and newspapers; and 12,400 additional unique items in 5,000 Kentucky subject files.



8,208,536 documents were microfilmed, a 20% increase from last year.



16,000 information requests were answered in the State Library Reference Room.



Library Technology grants were awarded to public libraries in Graves and Casey counties.



A grant was awarded to the University of Louisville for the Kentucky Union List of Serials.



51,000 books and audiovisuals were circulated to State Library customers and libraries.



Competitive subgrants were awarded to the Marion County and Bullitt County Public Libraries for providing services to older adults. The total amount awarded was

\$20,000.

17,515 files were requested by agencies from the State Records Center.



The make-up of 274 Kentucky Library Network member libraries included 46% Public, 19% Special, 18% Academic, and 17% School libraries.



182,000 Kentuckians viewed 14,000 films and videos from the State Library's collection.



Grants were awarded to the University of Kentucky, the University of Louisville, Western Kentucky University, and Bowling Green Public Library for use of their collections as Kentucky Library Information Centers (KLIC).



The Audiovisual Unit produced and distributed Film/Video Catalog, 1997 to Kentucky libraries and state agencies. The unit currently consists of 3,120 16mm films and 5,664 videos.



25 Kentucky Library Network service training sessions were planned and conducted for staff from KLN libraries.



8,052 rolls of security microfilm were accessioned. FAQ's (Frequently Asked Questions) were written and distributed both in paper and on the KDLA Web Site regarding the KLN FirstSearch service.



6,964 requests were processed by the State Library Interlibrary Loan Unit (requests both to loan materials from the State Library collections, and to borrow materials not owned by the State Library).



5,000 reference/research questions were processed by three Kentucky Library Information Center (KLIC) offices for Kentucky public libraries.



26 archival workshops, presentations, or tours, were attended by 365 people.



45,764 cubic feet of records were destroyed at the end of their retention period, resulting in cost avoidance savings of \$8,237,520.



Book sales at the 1996 Kentucky Book Fair totaled \$147,441.09. A book grant of \$14,000 was subsequently awarded to The Pendleton County Public Library to replace books

TO KNOW, 1996 - 1997

destroyed in the March 1997 flood.

8,759 researchers were served in the Archives Research Room.



22,464 research requests were answered in the Archival Services Branch.



34,587 rolls of microfilm were used by researchers in the Archives Research Room.



Competitive construction subgrants were awarded to the Bath County and Greenup County Public Libraries. The total amount awarded was \$559,299.



94,929 photocopies of government records were made for patron use.



Institutional libraries in hospitals, prisons, and youth centers circulated over 630,018 items.



Staff of the Public Records Division made 8,302 records management assistance contacts with state and local government agencies, and held 35 workshops attended by 1,274 government employees.



10,020 cubic feet of records were evaluated by the Local Records Program.

10,118 rolls of microfilm were duplicated.



The Cataloging Center provided standardized access to 9,797 books, serials, sound cassettes, CD-ROMs, and videos for the State Library's collections and county public libraries.



148,902 documents received individual preservation action in the Documents Preservation Lab.



The Kentucky Talking Book Library and sub-regional libraries circulated over 236,565 items to 5,421 users.



Staff attended 552 work-related classes, seminars and conferences.



815 state publications were processed and cataloged, for a total of 11,459 items in the state publications database.



4,235 original records were used by researchers in the Archives Research Room.



The State Archives Center

was 99% full with holdings of 96,474 cubic feet of government records. The State Records Center held 94,356 cubic feet.

48 local records grants were awarded totaling \$630,000.



9,461 cubic feet of records in the State Archives Center were reappraised.



KTBL owns 21,713 miles of cassette tape in their book collection. Almost enough to circle the world at the equator—and in another year they ought to have the extra 2,300 miles that it would take to do that.



2,211,347 documents were prepared for microfilming.



Institutional Services served 18 libraries with a combined population of 9,680 in these hospitals, schools, prisons and youth centers.

Budget Summary

Kentucky Department for Libraries & Archives Budget for 1996-1997

<u>Source of Funds</u>	<u>FY 1996-1997</u>
General Funds	13,129,300
Federal Funds	2,518,400
Agency Funds	1,159,800
<hr/>	
Total	16,807,500

KDLA COMMUNICATIONS TEAM

Cheryle Cole-Bennett
Bramblett Elam
Martha Gregory
Diane Poole
Kelly Scott Reed, Ph.D., Chair
Bill Richardson, Design
Linda Stith
Barbara Teague
Anne Van Willigen